

Hawaii Wing – Civil Air Patrol
Aircraft Discrepancy Sheet

Aircraft Tail Number: N_____

1. Date:	2. Discovered by:	3. Tach Hours:
4a. Description of discrepancy:		6. <u>A/C Status:</u> <div style="text-align: center; margin-top: 10px;">UP DOWN</div>
		7. <u>Limitations:</u> <i>(circle as appropriate)</i> <div style="text-align: center; margin-top: 10px;">VFR DAY Maint Flight Only</div> Other: _____ _____
4b. Resolution:		
5. Reported to:	8. <i>Work accomplished by:</i>	9. <i>Date Completed:</i>

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Instructions for filling out Aircraft Discrepancy Sheet:

- 1 Date discrepancy was discovered.
- 2 Printed name of person discovering discrepancy.
- 3 Tach hours on airplane when discrepancy was discovered.
- 4a A thorough description of the discrepancy. Keep in mind this description should be clear and concise enough as to allow the person repairing the discrepancy to spend as little time troubleshooting and trying to duplicate the problem. List any special circumstances that may need to occur to have the discrepancy show its self. Some questions to consider when filling in this block:
 - Does the problem occur all the time or is it intermittent?
 - Does the problem only occur during specific phases of flight?
 - Does the problem get worse or better when other systems are turned on and off?
 - Does the problem cause or seem to be caused by other problems?

The better the description given of the problem and when it occurs, the faster and more cheaply it will be able to be fixed.
- 4b To be filled out by the person accomplishing the work.
- 5 To whom the discrepancy was reported. The PIC discovering the discrepancy **will** contact one of the following three people (in order of preference) as soon as practical to report discrepancy and discuss the airworthiness of the aircraft and limitations placed on the aircraft, if any:
 1. Squadron Maintenance Officer
 2. Squadron Commander
 3. Wing Maintenance Officer

Print the name of the person you discussed this problem with in this block.
- 6 The airworthiness status of the aircraft as determined during your conversation with the person in Block 5.
- 7 Indicate any limitations this problem may place on the operation of the aircraft as determined during your conversation with the person in Block 5.
- 8 The name of the person, mechanic, or the repair facility accomplishing the work. This block may be filled out by the person actually accomplishing the work or by the Wing or Squadron Maintenance Officer having first-hand knowledge of the work having been accomplished.
- 9 The date the work was accomplished. This will also be the “closed” date of the discrepancy.